



# Alaska Army National Guard Active Guard Reserve (AGR) Vacancy Announcement # **AKARNG 14-04**



<http://dmva.alaska.gov/employment.htm>

<b>POSITION TITLE:</b> *3 Year One Time Occasional Tour (OTOT)* <b>Paralegal Specialist</b>	<b>MOS:</b> <b>27D</b>	<b>OPEN DATE:</b> <b>6 December 2013</b>	<b>CLOSE DATE:</b> <b>21 December 2013</b>
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<b>UNIT OF ACTIVITY/DUTY LOCATION:</b> <b>AKARNG JFHQ , Fort Richardson, Alaska</b>	<b>GRADE REQUIREMENT:</b> Minimum: <b>E4</b> Maximum: <b>E5</b>
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<b>SELECTING SUPERVISOR:</b> <b>State Selection Board</b>	<b>PARA/LINE #</b> <b>102/05</b>	<b>PHYSICAL PROFILE:</b> <b>PULHES – 222121</b>
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## AREAS OF CONSIDERATION

**Zone 1** On-Board AKARNG AGRs (**Must have held current position for minimum of 18 months**) (**MUST HOLD ADVERTISED MOS**)  
**Zone 2** Alaska Army National Guard members (**MUST HOLD ADVERTISED MOS**)  
**Zone 3** Nationwide- Members eligible for membership in the AKARNG (**MUST HOLD ADVERTISED MOS**)  
*\*Applicants must meet Chapter 3 physical standards IAW NGR 40-501 and AR 40-501. Initial eligibility requirements IAW AR 135-18, Table 2-1\**

## MAJOR DUTIES MAY INCLUDE

- Manage and/or maintain officer and enlisted personnel records and processing personnel actions concerning service members and their family members
- Responsible for the maintenance of various unit's Military Personnel Records Jacket (MPRJ); Drafts, inputs and reviews NGB Form 22s, DD Form 214s; conducts Soldier Readiness Processing (SRP) for mobilizing soldiers; assists in issuing military and dependent ID Cards and Tags; assists in the maintenance of various units Official Military Personnel File (OMPF) on IPERMS by scanning, indexing and verifying documents and other duties as assigned
- Provide technical support and assistance in processing personnel actions
- Ensure compliance with regulations, procedures, and directives
- Administer and supervise the provision of paralegal services to unit commanders and staff and assist judge advocates/attorneys in providing professional paralegal services in diverse paralegal disciplines, including: organizational paralegal services (military justice, paralegal assistance, claims, administrative law, international law, operational law, and contract law); defense paralegal services; and judicial paralegal services
- Provide preliminary paralegal and administrative support to unit commanders and staff and coordinates paralegal actions with supervising paralegal office
- Prepare and process paralegal documents in support of courts-martial, non-judicial punishment, and other military justice matters; line of duty determinations, separation board proceedings, and other administrative law matters; paralegal assistance services; claims processing and investigations
- Perform additional duties as assigned

## INITIAL ELIGIBILITY CRITERIA

- **SECURITY CLEARANCE – Secret (eligible to obtain)**
- **STRENGTH APTITUDE – Occasionally lifts 40 lbs and carries short distances**
- No court-martial conviction or punishment under formal Article 15 proceedings. (Formal Article 15 waivable by HQDA (AHRC-EPM-A) with OTJAG approval).
- No record of civil conviction other than minor traffic offenses. (Minor non-traffic offense civil conviction waivable by HQDA (AHRC-EPM-A), with OTJAG approval.)
- No record of lost time under 10 U.S.C. 972, see appendix 3, MCM. (Waivable by HQDA (AHRC-EPM-A) with OTJAG approval.)
- No pattern of undesirable behavior as evidenced by civilian or military record
- No record of conviction by special or general courts-martial or civilian courts of offenses listed in AR 27-10 (Military Justice), chapter 24 or otherwise required to register as a sexual offender under AR 27-10, chapter 24.

## SPECIAL ANNOUNCEMENT CRITERIA

- **Position will be a 3 Year One Time Occasional Tour(OTOT)**
- Exceptional Family Member Program is extremely limited
- Successful display of typing a minimum of 25 words per minute (WPM) or with a typing test administered with industry-standard computer software
- Must be a high school graduate and U.S Citizen

*\*See page 3 for All Required Documents for Considerations\**

# !!! IMPORTANT NOTICE!!!

**Applications will be screened AFTER the job closing date, not prior. Please review your application for accuracy prior to submission to HRO. Nothing will be added to the application after the COB on the closing date.**

**Due to the increased volume of AGR applications, incomplete packets will not be considered for AGR selection and will result in disqualification.**

**It is extremely important to follow the application instructions contained in the job announcement.**

## **REMINDERS:**

All applications must be typed or printed in legible dark ink and must be signed and dated with original signature. **Applications received with an unsigned NGB 34-1 will not be forwarded for consideration.** Applications must be complete upon initial receipt, in 1 single PDF package with *NO* blank pages emailed to [AKNG-Apply@mail.mil](mailto:AKNG-Apply@mail.mil). Hard copy applications will **NOT** be accepted. Please refer to FAQs below to assist further.

Alaska National Guard Human Resources Office will notify candidates whose application is not complete and/or disqualified via the email address provided in the application.

## **Systemic errors and trends are as follows:**

- **Both copies of NGB 34-1 not provided or incomplete (*missing signatures*). Questions unanswered or form not signed. Incorrect version used, required version is dated 05 November 2010.**
- **DD 214 / DD 215 are not included in the application. The DD 214 form does not include the bottom portion of the document indicating the reason for Release from Active Duty (REFRAD) and the RE (reenlistment) code. (*Application must include "ALL COPIES" received since joining the military*)**
- **Personnel Qualification Record (PQR) are older than 1 month.**
- **Last 5 years of OERs / NCOERs (*to include current*) are not included in the application or their absence (over 60 days)/overlap (over 30 days) explained in a memo to the board president from the Soldier. All gaps / overlaps must be explained in the memo (*mandatory*).**
- **Individual Medical Readiness (IMR), 1 page document, missing or out of date. PHA is not within 12 months of announcement closing date, HIV is not within 5 years of closing date. PHA and HIV are not justified with a memo from the unit Commander (*mandatory*). Any PULHES with a 3 or 4 is not supported with medical fit for duty waiver.**
- **DA Form 705 does not include all APFT's taken in the last 1 year (AGR's 2 record test a year & Traditional Soldier 1 record test a year). Missing APFT's are not explained in a memo from the Soldier to the board president. The profiled event(s) is not supported with permanent profile, if applicable.**
- **DA Photos (when required) are out of date. Photo is not within 2 years of announcement closing date.**
- **ASVAB scores if not MOS Qualified.**

## INSTRUCTIONS FOR APPLICANTS

Must be or be eligible to become a member of the Alaska Army National Guard	Must not be under a current suspension of favorable personnel actions	Must not be a candidate for an elective office, hold a civil office, or are engaged in partisan political activities
Applicants not currently serving on an AGR Tour must be able to serve at least 3 years in the AGR program prior to completing 18 years Active Federal Service (AFS) (any combination of Active Duty, Active Duty Special Work, Annual Training, and/or AGR program for a total of 18 years), or the date of mandatory removal	Must be able to complete at least 10 years of continuous service in an AGR status prior to Mandatory Removal Date	Applicants who voluntarily separate from the AGR program for one or more days are not eligible to reenter the program for one year from date of separation without an NGB waiver
Applicants must not be entitled to receive Federal military retired or retainer pay or Federal civil service annuities and not be eligible for immediate Federal civil service annuities	Individuals who have been separated from other military services for cause, unsuitability, or unfitness for military service are not eligible to enter the AGR program	Individuals who voluntarily resign from the AGR program in lieu of mandatory or involuntary separation action are not eligible to reenter the program

## APPLICATION PROCEDURES

Interested applicants who meet the eligibility criteria listed in this announcement may apply by submitting the below listed documents to [AKNG-Apply@mail.mil](mailto:AKNG-Apply@mail.mil). Hard copy applications will **NOT** be accepted. All applications must be typed or printed in legible dark ink and must be signed and dated. **Applications received with an unsigned NGB 34-1 will not be forwarded for consideration.** Applicants may include copies of training certificates or any documentation that may be applicable to the position they are applying for but the **complete application package must include all documents listed below.** *Items are required by the Human Resource Office to determine qualifications.* If the requested documents are not submitted, a letter of explanation must be included. **Incomplete packages will not be considered for the position vacancy.**

1. NGB Form 34-1 dated Nov 2013 (Application for AGR Position) link: <http://dmva.alaska.gov/employment.htm>
2. CURRENT Personnel Qualification Record (PQR)
3. NGB Form 23, NGB Form 23b (RPAS Statement-For NG Only)
4. Individual Medical Readiness (IMR) Report from MEDPROS with last Physical Health Assessment (PHA) within 12 months. \*It is important that you print the report, not the webpage screen.
5. DA Form 705 (APFT) May 2010, current within 6 months if AGR and FTNGD-OS, or within one (1) year if M-day in accordance with AR 350-1, Para 1-24. Submit a statement of current (within 6 months) height and weight Memo, Must be separate from DA 705). If applicable, submit body fat measurement on DA Form 5500-R (Males) or 5501-R (Females). All must be signed by either a unit Readiness NCO, First Sergeant, or Commander.
6. CURRENT AGR/Mobility/ADSW orders (If Applicable)
7. Last 3 NCOER's (if Applicable)
8. Copies of all DD Form 214's / NGB 22's showing all prior service
9. Security Verification memorandum from Personnel Security Manager
10. Photocopy of valid civilian motor vehicle operator's license. All data must be readable.
11. Resume

### EMAILING REQUIREMENTS:

Ensure all requirements are consolidated into **ONE** single PDF file with **NO** blank pages.

PDF File Name should be: (Position Announcement Number) Last name, First name, Grade (Example: **ARNG 14-04 Doe, Jane E1**)

Email Subject should be: (Position Announcement Number) (Example: **ARNG 14-04**)

Email Application Package to [AKNG-Apply@mail.mil](mailto:AKNG-Apply@mail.mil)

### QUESTIONS:

To verify receipt of application, you may call 907-428-6472 (DSN 317-384-4472)

## REMARKS

Federal law prohibits the use of government postage for submission of applications.

**INSTRUCTIONS TO COMMANDERS/SUPERVISORS:** This position vacancy announcement will be given the broadest possible dissemination. A copy of this announcement will be posted on your unit/activity bulletin board. Selecting supervisor will contact qualified applicants for interviews. After the Human Resources Officer (HRO) approves the selection package, the HRO office will send a notification letter to all applicants of their selection/non-selection. The selection of an applicant is not final until the individual has been notified by the HRO-AGR. After the selecting supervisor makes a selection, the "routing" of the selection package begins and ends with HRO.

### THE ALASKA NATIONAL GUARD IS AN EQUAL OPPORTUNITY EMPLOYER

All applicants will be protected under Title VI of the Civil Rights Act of 1964. Eligible applicants will be considered without regard to race, age, religion, marital status, national origin, political affiliation or any other non-merit factor. Due to restrictions in assignment to certain units and AFSC/MOS some positions may have gender restrictions.